



Athletics Canada IST Policy & Operational Guide – at home, during training camps & competitions

To be used to guide Hub Sport Science (SS) and Sports Medicine (SM) operational principles in conjunction with the top-level 1-pager given to athletes/coaches.

The following are the guiding policies for the Athletics Canada’s (AC’s) Integrated Support Team (IST). A “one-size-fits-all” approach will not work given the dynamic nature of our sport. That said, some basic guiding principles are set out here to ensure consistency across athletes, practitioners and environments (Hub, training camps or competitions). However there might always be situations featuring extenuating circumstances that will arise, where open discussion and common sense will provide an appropriate athlete performance-centric solution. Therefore, there may be minor deviations from all following processes and operations depending on the specific context of a situations that may arise, but the general philosophy, fairness and consistency for all athletes will always try to be excuted Obviously, all IST staff will conduct themselves according to the AC Policy Relating to Member conduct, and satisfy minimum practitioner guidelines and be in good standing with their respective professional boards/colleges (documents available upon request, but also as an appendix in all IST contracts).

This following Operational Guide is split into the following sub sections:

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3. SPORTS SCIENCE (SS) POLICIES
 - A. Services
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4. SEEKING IST OUTSIDE OF THE HUB
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Key Hub Contacts as at January, 2018 (as referenced below)

		<u>Fixed Line</u>	<u>Mobile</u>	<u>Email</u>
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Hub Sport Medicine (SM) Lead	Andrea Stephen	NA	(416) 892-2362	astephen@athletics.ca
West Hub				
Hub Manager	Julianne Zussman	NA	(250) 634-4305	jzussman@athletics.ca
Hub Sport Science (SS) Lead	Trent Stellingwerff	(250) 220-2584	(250) 208-6674	tstellingwerff@csipacific.ca
Hub Sport Medicine (SM) Lead	Paddy McCluskey	(250) 220-2551	(250) 588-6076	padraigmcc@gmail.com



1. GENERAL PRINCIPLES

Athletes Eligible for AC IST support

AC athletes are eligible for IST support (sometimes also known as Sport Science & Sports Medicine (SSSM) support) at certain competitions, at official AC camps and within our Hubs (East Hub in Toronto and West Hub in Victoria) according to all the principles below.

- Throughout this document Eligible Athletes means CAPP and/or carded and/or major team selected athletes eligible for IST outside of the Hub.
- Throughout this document Hub Eligible Athletes means athletes eligible for IST support at an AC Hub.

General Prioritisation

- Due to limited capacity of resources, all athletes will be tiered for SSSM interventions according to the currently published Canadian Athlete Performance Pathway (CAPP) selection meetings that occur twice per year.
- Outside of the Hub, the list of Eligible Athletes and their tiers, in order of priority for all SSSM services are:
 1. CAPP Podium athletes: Gold, Medal and top 8 at recent worlds or Olympics
 2. CAPP Transition Athlete – World Class (2 to 4 years from Podium)
 3. CAPP Transition Athlete – International (4 to 6 years from Podium)
 4. CAPP Talent Confirmation (6 to 8 years from Podium)
 5. Other Carded athletes
- Within the Hub, the list of Hub Eligible Athletes are in order of priority as outlined above, but also includes rank #6 below
 6. All Other Hub athletes and/or additional athletes as approved by the High Performance Director).
- Under exceptional circumstances (e.g. serious injury), athletes can be bumped by higher tiered athletes in terms of treatment availability

At competitions

- Representative team competitions: where the team has been selected or nominated by AC, all Eligible Athletes on the team qualify for SSSM support, but may need to be prioritised as above.
- Prioritisation is also given to athletes about to compete and whom have just competed and advanced to another round of competition.
- Nationals: All CAPP athletes from Podium to International Class are eligible for treatment at Nationals when paid AC staff are in attendance and according to prioritisation above. In some instances non CAPP athletes that have been pre-selected for a major international senior team may also be eligible for treatment.



- Other competitions: Depending on funding and the number of athletes attending/competing, AC may provide IST staff (eg. select nation or international competitions) in which case all CAPP and Carded athletes entered to compete are eligible for SSSM support as prioritised above. Other Canadian athletes will be also be supported if possible, but may have to pay fees for service. In the absence of any other guidance from AC CAPP and Carded athletes entered into the competition will be prioritised and given free treatment, other Canadian athletes will be supported if there is capacity and will be charged a treatment fee (see Rate Card).

On camps

- At official AC camps all athletes (CAPP or non-CAPP) who have paid their camp fee are eligible for SSSM support according to priotisation above. Other Canadian athletes that have not paid the camp fee will be supported, if possible, but may have to pay fees for service (see Rate Card).

At AC Hubs

- There is a 24 hour cancellation policy; if cancelling a message must be sent to the Hub Manager and, ideally, the practitioner who was to render the service.
- Our IST staff and Hub Manager's will be checking the google doc 24 hours prior, and if there's no one on the schedule they will not come in.
- Athletes will be required to pay a fee (see Rate Card) for no show SS & SM appointments and/or when not cancelling within 24 hours of appointment. *(NB: CAPP athletes cannot use their Enhanced Funding to pay this fee. Fees are required to be paid in cash and no further appointments can be booked until the fee is paid).*

2. SPORTS MEDICINE (SM) POLICIES

A. Physician Appointments at the Hubs

- CAPP, Other Carded and Other Hub Eligible athletes have access to physician services.
- A valid Provincial Health Card is required to see the physician.
- All appointments inside or outside the hub (directly with practioners) should be scheduled via the Hub Manager or Hub SM Lead. For appointments, outside of hub scheduled hours arrangements can be coordinated through the Hub SM Lead.
- Physician hours at the Hub are variable depending on the time of the year, but minimally are once per month; please contact Hub Manager for details.

B. Therapy Appointments at the Hubs (Chiropractic, Physiotherapy, Massage)

It is generally inappropriate for personal coaches to provide treatment, including massage, to their own athletes – both from an expertise perspective and from an athlete safety and ethical perspective. AC will only approve a personal coach providing these services to an athlete they coach if the coach has a relevant professionally recognised Canadian qualification AND approval is obtained from AC in advance. In almost all cases, regardless of a coach's qualifications, AC will work with the athlete to try to find a more appropriate service provider.



1. Standard Treatment Length & Weekly Frequency

- Standard treatments are 30 minutes for physio/chiro/AT and 40 minutes for massage. For a first treatment or full work-up, athletes will contact the Hub SM Lead to endorse a longer treatment.
- Podium and World Class athletes will get at most 3 hands on treatments per week (or as optimized by Hub staff and coaching input; e.g. an injured athlete might require more).
- Please note that International, Talent Confirmation, Other Carded and Other Hub Elible Athletes are able to book at maximum of 2 treatments per week (generally 1 soft-tissue and 1 physio/chiro).

If an athlete, practitioner or coach feels an athlete needs a longer treatment length (e.g. performance demands/injury etc.), than the athlete and/or practitioner and/or coach need to discuss and both confirm the extended time. This information and discussion should also involve the Hub SM Lead and Hub Managers (from a performance and logistic perspective). The athlete can then book several times in a row on the google doc. (The google doc will be self-policed but will be discussed at IST meetings regarding demands / requirements of athletes).

2. Standard Treatment Fees

- In most instances CAPP athletes and Other Carded athletes do not have to pay for treatment while at the Hubs. See below (**) for examples of when fees may apply to these athletes, in these cases fees may be covered by the athlete's Enhanced Budget (if agreed by their APA).
- Other Hub Eligible Athletes do have to pay for treatment while at the Hubs.
- When payment of treatments is required the rate for physio, chiro and/or massage the Rate Card will be used.
- If treatment falls within IST's contracted time (at the Hub or their clinic in special circumstances) and the athlete is required to pay a fee for treatment, this fee is paid to the Hub. If treatment is outside of contracted time, the athlete pays the practitioner their clinic rates.
- In most situations athletes may be required to complete insurance paperwork (example CAIP; Canadian Athlete Insurance Program) yearly and prior to an initial visit as directed by the Hub manager. Insurance programs such as CAIP are critical for extending the dollars and resources we have for treatments. Lack of compliance on insurance paperwork may revoke treatment privileges.

*** Example of when fees may be charged to CAPP athletes: When external CAPP athletes visit the hub for extensive injury rehab or treatment above and beyond what is available in the google doc. As much as possible, the Hub will integrate these athletes into normal treatments, but extended and/or extra treatments at a practitioner's clinic would require payment. (see External Visiting Athletes below)*

3. Athlete Therapy Hub Sign-Up Principles

- Eligible Athletes wishing to either visit the Hub and/or access SM or SS services for the first time must contact the Hub Manager in advance (details on page 1). The Hub Manager will review the Hub IST Policy guidelines with the athlete.
- All athletes (Hub based and/or visiting) will be required to complete an administrative, S&C and medical intake prior to accessing services.



- The Google docs sign-up sheet is prepared several weeks in advance by the Hub Manager and/or Hub SM Lead.
- CAPP Podium and World Class Hub Eligible Athletes based at the the Hub for 30 days or more will be given direct access to the Google docs sign-up sheet. Their access will be removed once they leave the hub environment.
- Other Hub Eligible Athletes will not be given direct access to the Google docs sign-up sheet. They must sign-up for treatment as follows:
 - CAPP Podium and World Class athletes:
 - Can schedule appointments with either the Hub Manager and/or Hub SM Lead up to 2 weeks in advance.
 - CAPP International, CAPP Talent Confirmation and Other Carded athletes can schedule an appointment as follows:
 - East Hub: with the Hub Manager and/or Hub SM Lead 48 hours in advance if there is availability.
 - West Hub: will be given access to the Google docs to sign themselves up
 - Other Hub Eligible Athletes can schedule an appointment as follows:
 - East Hub: are able to book appointments with the Hub Manager and/or Hub SM Lead 24 to 48 hours in advance if there is availability. These athletes are required to pay for the appointment *prior* to the treatment.
 - West Hub: will be given access to the google docs to sign themselves up 4 days out from a given appointment slot.

4. IST Contract Hours Principles

- As outlined in each practitioner's contract, each IST member is expected to track hours and invoice AC for those contracted hours (either monthly or quarterly as highlighted in each individual's contract). If invoicing treatment hours within the AC Hub please send to AC's Operation Lead, the representative Hub Manager and SSSMI Lead. If invoicing for a camp or competition, please send invoices to AC's Operation Lead, the representative Camp or Competition Manager and SSSMI Lead. This includes invoices for other costs associate with a camp (e.g. baggage receipts, gasoline purchases etc).
- If a therapist sees an athlete with Enhanced Funding in his/her private clinic, the therapist will invoice AC for the additional time or directly charge the athlete. All contracted hours will generally be used in the DTE (e.g. PISE or York), unless specifically set-up by the practitioner to see them at their own clinic. Any unused hours where a therapist does not treat as scheduled can be banked and we will ideally use them in the DTE later in the year, or during periods of high demands at the Hub.

C. Injury / Illness Reporting & Competition Clearance Policy

The following are the guiding policies for AC around injury and illness reporting for Eligible Athletes and the process for athlete clearance for AC's training camps and competitions. AC has reporting structures in place to enable us to assist as quickly as possible with injuries and illnesses. AC's pre-camp / competition injury and illness clearance policies are in place to ensure a healthy and competitive team in which sports medicine resources at the camp and competition are optimized. Injury and illness clearance for camps and competitions is context specific, therefore we will take a pragmatic approach.



Who to inform / First Point of Contact (FPoC)

CAPP† athletes are all assigned an Athlete Performance Advisor (APA) who should be their First Point of Contact (FPoC) for injury or illness.

†NB: Selected team members for an AC team who are not on CAPP should use the team's Lead Coach or Team Doctor as their FPoC. (Note the Lead Coach may also be the team manager / team leader for smaller teams; each major AC camp and competition will have an assigned Team Doctor. However, the Team Doctor will not necessarily travel to all competitions or camps).

General Injury & Illness Reporting Guidelines

Missed competitions: All athletes

Athletes must report any injury or illness that has already caused, or will cause, the athlete to miss a planned competition to the FPoC.

Modified Training: Hubs Athletes

Athletes must report any injury or illness that has already caused, or will cause, the athlete to modify training for the last two (2) days to the Hub's Sports Medicine (SM) Lead (so the athlete, coach or other IST might initiate reporting). If injury/illness is longer than seven (7) consecutive days the athlete, coach or Hub SM Lead should notify the Hub's physician, Athlete's Performance Advisor (APA) and AC's Chief Medical Officer.

Modified Training: Non-Hubs Athletes

Athletes must report any injury or illness that has already caused, or will cause, the athlete to modify training for the last seven (7) days to the FPoC.

Training Camp and/or Competition Injury/Illness Clearance

Definition of an injury or illness in the context of a training camp or competition

Any injury or illness that is likely to prevent the athlete from competing at their normal level within seven (7) days of the event, or has caused the athlete to miss a planned competition within the last seven (7) days or is likely to cause, or has already caused, the athlete to modify training for seven consecutive (7) days.

Notification of illness or injury

If an athlete is ill or injured or if a staff member is ill before attending an AC camp or competition they must inform the AC Camp/Competition FPoC. Ideally injuries are reported as soon as modified training has occurred for seven (7) more days once team selections have occurred (so this might be months before the



camp or competition). Failure to do so could result in the athlete or the staff being denied to travel with the team, or the athlete or staff being sent home from the team early.

Athlete/staff camp or competition clearance for a potentially contagious illness or infection

All athletes and staff are required to report all illnesses or infections to the AC Camp/Competition FPoC that occur within 7 days of travel or at any time within the camp or competition to ensure that appropriate steps can be made to avoid further spread of this illness/infection. In these cases, the Team Doctor will decide if the athlete can travel and/or if they should be quarantined upon arrival. This is a purely medical decision based on the health and welfare of the athlete concerned, the rest of the team and, potentially, the general public.

Athlete camp or competition clearance guidelines for injuries

If an athlete reports an injury prior to an AC camp or competition (see definition above), a Leadership Group will be formed as follows:

- In cases relating to able-bodied athletes the Leadership Group will be the Camp/Competition Lead Coach, the Camp/Competition Team Doctor and AC's Head Coach (who will act as chair of the group).
- In cases relating to Para athletes the Leadership Group will be the Camp/Competition Lead Coach, the Camp/Competition Team Doctor and AC's Para Performance Lead (who will act as chair of the group).
- In cases where the Camp/Competition Lead Coach is also the Head Coach or AC's Para Performance Lead then the High Performance Director will join the Leadership Group (who will act as chair of the group).

The Leadership Group will decide if the athlete should attend the camp or competition and if they are fit to compete. If that decision is not clear, the Leadership Group may ask the athlete to complete medical and/or fitness tests to provide more information. If the athlete refuses to take a test, which is their right, then that will be taken into account in coming to a final decision.

It is expected in most circumstances that, the Leadership Group will also consult with the athlete and/or their personal coach and/or their personal medical team when making medical decisions.

The basis of the Leadership Group's decision will be the potential impact of attendance / non-attendance on:

- The short-, medium- and long-term best interests of the athlete concerned;
- Resources (particularly medical services) for the rest of the team;
- Resources (particularly medical services) available at home versus at the camp or competition for the injured athlete;
- Other athletes (for example where athlete numbers are limited and the ill or injured athlete is "blocking" another athlete who may be named as an alternative).



If there is a split opinion within the Leadership Group then the Group's chair will make the final decision regarding the athlete.

Special Circumstances

Specific circumstances may affect the Leadership Group decision making process. Examples include timelines imposed by travel logistics and competition entry deadlines or medical confidentiality and consent issues. In these cases the Leadership Group may adapt this overall process as they see fit while maintaining, as fair as practical, the spirit of this policy.

3. SPORTS SCIENCE (SS) POLICIES

General Overview & Hub Facility Access

All sport science disciplines are represented at each Hub, and include: Biomechanics, S&C, Physiology, Mental Performance, Sports Nutrition. All appointments are initially scheduled by the Hub Manager through the Hub SS Lead's. The length and cost of initial and follow-up consults are discipline and context specific.

All Eligible Athletes accessing either the East or West Hub facilities will be required to complete an intake meeting with S&C staff member for clearance. To enter and use the weight room, all athletes will be required to have a defined training plan between themselves and their coach. If such plan does not exist, the athlete and their personal coach will collaborate with the Hub S&C coach to have an integrated plan developed before entering the weight room.

East Hub Facility Access

Weight room hours will be reserved for CAPP Podium and World Class athletes. During this time there will be a S&C staff member present to provide individualized coaching. Other Hub Eligible Athletes will have access to the weight room with coach supervision during alternative hours. During this time a Staff member will be within the facility to provide weight room supervision. All weight room scheduled hours will be posted and communicated with Hub athletes and coaches on a weekly basis, as schedule will be determined on athlete demand. All athletes accessing the HPC weight room will be required to complete a sign in/sign out sheet with session category and rate of perceived exertion (RPE).

West Hub Facility Access

Facility access to the High Performance weight room at the West Hub is within the Canadian Sport Institute Pacific (CSIP) and is largely dependent on the needs of the athlete and needs of other sport organizations also using the weight room. Athletics Canada has secured preferred weight room times at CSIP's high-performance weight room – please check with Hub Manager for days and hours. Supervised weight programming on a 1 on 1 basis with the West Hub S&C coach can be organized to accommodate athlete needs and depending on athlete prioritization. Athletes needing access to the weight room outside of designated High Performance times have full access to a fully equipped PISE public weight room Monday - Friday from 6am-10pm and Saturday, Sunday from 8am-8pm.



Testing Availability

The following services are available for Eligible and Hub Eligible Athletes upon request from the respective Hub Manager. Based on availability, all individual requests must be made at minimum one week in advance of identified date. When individual requests are submitted and testing is conducted, the athlete and coach will receive a comprehensive report on the findings and subsequent recommendations of the service rendered. Depending on prioritisation tier some athletes there may a fee.

Testing Options

Optojump Analysis
Jump Testing and Monitoring
Program Design and Consultation
Force Velocity/Max Strength Profiling
High Speed Video Capture
Biomechanics High Speed Video Analysis
Qualyse 3D Video Analysis
Force Plate Analysis
Anthropometric Analysis
Weight Room Biomechanical Analysis
Hydration Testing
Lactate Testing
Vo2 Max Testing

- Please contact the Hub Manager to know what testing is available at each Hub.

In addition to individual testing, the Sport Science team will be conducting open available testing dates around 3 to 4 times per year. These dates will be established in advance and will be open to all Eligible Athletes athletes wishing to have testing conducted.

4. GENERAL PRINCIPLES REGARDING HUB BASED ATHLETES/COACHES ACCESSING MEDICAL or SPORT SCIENCE TREATMENT OUTSIDE OF THE HUB

AC has the utmost confidence in our Hub based IST practitioners since they are some of the best in the country and world; obviously more than satisfying all of AC's Minimal IST Practitioner guidelines. By maintaining a smaller group of core dedicated IST we can effectively maximize performance, as this group is required to be in house, integrating and communicating with coach/athlete and other IST effectively. The Hub contracted IST have an imbedded responsibility to the Hub athletes and coaches dedicated to injury/illness prevention, rehab and return to training and competition.

Our core Hub IST ensures minimize risk to the athlete, coach, other IST and AC. Risk mitigation is an essential element of having a contracted core Hub IST, which includes: minimizing risk of poor assessment, treatment and communication and as well minimizing risk of adverse diagnosis, or even the remote chance of doping rule violations associated with the World Anti-Doping Code and its associated List.



That said, AC and its entire IST staff appreciate that circumstances may arise where a Hub based athlete/coach may want to seek advice or treatment outside of the Hub, and by no means, does AC or its staff want to prevent this. Reasons for outside diagnoses and/or treatment might be for a second opinion, seeking specific expertise not in house or something as pragmatic as location.

For outside diagnosis and/or treatment to occur, AC requires both from a risk mitigation perspective, but also from an ideal performance enhancement perspective, that the following policy steps are taken by athletes and their respective coaches.

If a Hub based athlete and/or all athletes that consistently train at a Hub under the direction of a Hub based AC contracted coach want to see outside Hub SM or SS treatment or support, the following steps must be taken:

- 1) If Hub based athletes/coaches want to seek IST treatment, advice, consultation or assessment outside of the Hub DTE they first have to discuss with the Hub Sports Medicine (SM) Lead. The Hub SM lead would then approve all sports medicine based outside requests (or the Sport Science (SS) Lead know, and approve, for all science based requests). Generally, speaking, as long as the external practitioner has satisfied all of AC's minimal practitioner guidelines (available upon request) and is in good standing with their respective association, board or college, requests will generally be granted in a positive manner.
- 2) If the request is granted, the external non-Hub practitioner is required to provide feedback and communication back to the Hub SM Lead (for medical based situations) or Hub SS Lead (for sport science based situations) within 1 week of the appointment/test. This direct communication (not indirect communication via athlete and coach) from the external practitioner to the AC Hub IST SM or SS Lead is fundamentally important to continue to support optimal training conditions and performance for that athlete within the Hub environment, to minimize risk and allow for shared responsibility of that athlete's health and progress. Direct communication (as outlined below) between the external practitioner to the AC Hub SM or SS lead is required every time there is a change of status with the athlete (e.g. it is not required for routine treatments such as massage).
 - a. Change of status could include:
 - i. Significant change of health/illness (both improved or degraded)
 - ii. Significant change to injury status (either improved or degraded)
 - iii. Significant change to rehab and/or program or approach with the athlete.
 - b. Types of direct communication must include the following information, and could be done via phone call, email or fax:
 - i. New tests/outcomes (e.g. biomech assessment, blood work, etc.)
 - ii. New updated rehab and/or exercise program, training or weight room program
 - iii. Major MSK updates
 - iv. Any other performance related information that will allow the day to day IST to do their job more effectively.



If these steps above are not taken a course of correction will occur, which will be led by AC's SSSMI Lead and AC's Leadership team and might involve the inability to use an athletes Enhanced Budget for payment of external treatments.

5. RATE CARD

Generally all fees are covered for Eligible Athletes as highlighted above. However, in the instances where Fees and/or Rate Card are mentioned elsewhere in this document, the amounts will be as shown below (which are inclusive of all relevant taxes).

Environment	Service	Fee for service (per standard session)	Fee for missed appointment
Com- petitions	Doctor	n/a	n/a
	Soft Tissue (Physiotherapy, Chiropract or Massage)	\$50	n/a
	Sport Science (Biomechanics, Sports Psychology, etc)	Rate Card Available via Hub Manager	n/a
Camps	Doctor	n/a	\$20
	Soft Tissue (Physiotherapy, Chiropract or Massage)	\$50	\$20
	Sport Science (Biomechanics, Sports Psychology, etc)	Rate Card Available via Hub Manager	\$20
Hubs	Doctor	\$50	\$20
	Soft Tissue (Physiotherapy, Chiropract or Massage)	\$50	\$20
	Sport Science (Biomechanics, Sports Psychology, etc)	Rate Card Available via Hub Manager	\$20